

# **EPA Regions 9 and 10 Clean School Bus USA 2007 Request for Proposals (RFP)**

**Agency Name:** U.S. Environmental Protection Agency, Region 10, Office of Air, Waste and Toxics; and Region 9, Air Division (please note that all awards will be issued by EPA Region 10)

**Funding Opportunity Name:** Clean School Bus USA

**Announcement Type:** Initial Solicitation

**Funding Opportunity Number:** EPA-R10CSB-WCC-2007

**Catalog of Financial Domestic Assistance Number:** 66.036 – Clean School Bus USA

**Closing Date:** All applications must be submitted electronically through Grants.gov by **September 24, 2007, 6:00 p.m., Pacific Daylight Time**. If an applicant cannot submit an electronic application, they must contact EPA Region 10 at (206) 553-0532 and/or e-mail: [dieselgrants@epa.gov](mailto:dieselgrants@epa.gov) for alternative submission methods.

## **Overview**

The U.S. Environmental Protection Agency (EPA) Regions 9 and 10 are currently soliciting proposals to fund school bus projects that will reduce diesel emissions as part of the West Coast Collaborative and Clean School Bus USA programs (“CSBUSA”). CSBUSA is a national initiative to minimize children's exposure to diesel exhaust by reducing pollution from school buses. Funds will be awarded pursuant to the Department of the Interior, Environment and Related Agencies Appropriations Act of 2006, H.R. 2361, which became Public Law 109-54 on August 2, 2005, and H.J.R. 20. Funding will be in the form of cooperative agreements or grants for projects that reduce diesel emissions and protect human health and the environment.

EPA Regions 9 and 10 anticipate awarding approximately \$1,379,400 under this announcement. EPA Regions 9 and 10 anticipate awarding approximately 6 to 12 grants or cooperative agreements ranging in size from \$50,000 up to \$350,000. Proposals in which the applicant is requesting assistance funds in excess of \$350,000 or below \$50,000 will not be reviewed.

Reducing emissions from diesel engines is one of the most important air quality challenges facing the country. Diesel engines are durable and long-lasting. Even though new emission standards for school buses went into effect this year, it will take a long time for new vehicles to replace the school buses currently on the road. Children are especially sensitive to air pollution because their respiratory systems are still developing and they have a faster breathing rate. More than 25 million children ride a bus to and from school everyday, spending roughly three billion hours on school buses each year. Recent studies suggest that children's school bus commutes

potentially expose them to significantly higher concentrations of pollutants than what is measured in the community's outdoor air.

Statistics show that school buses are the safest way to transport children; EPA wants to ensure that they are also the cleanest way to transport children. The Clean School Bus USA program is designed to reduce children's exposure to diesel exhaust from school buses. There are about 440,000 school buses on the road today, of which 400,000 are diesel. Older technology buses produce as much as sixty times the pollution as a new school bus. About one-third of these buses were manufactured before 1990. These buses are the heaviest polluters and should be replaced. The remaining two-thirds of the school buses were manufactured between 1990 and 2003. These buses can be made much cleaner by retrofitting them with devices designed to reduce pollution and switching to cleaner fuels.

EPA's Clean School Bus USA initiative has three primary goals: (1) reduce school bus idling and idle emissions; (2) retrofit 1991-2006 model year buses with devices that reduce pollution; and (3) replace the pre-1990 buses with new, cleaner buses. By providing assistance funding for successful approaches to reducing pollution from school buses, EPA is making available an important tool for school districts across the country to implement clean school bus projects.

EPA Regions 9 and 10 are soliciting proposals on a competitive basis for projects that will reduce emissions from existing diesel school buses. EPA Regions 9 and 10 encompass Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, and Washington – including tribal lands belonging to the federally-recognized tribes in these regions and territories including American Samoa, the Commonwealth of the Northern Mariana Islands, and Guam.

### **Important Dates:**

June 18, 2007	Request for Proposals posted on the Web and synopsis on Grants.gov.
September 24, 2007	Proposals must be received by EPA Region 10 or electronically through Grants.gov.
October 2, 2007	Applicants will be notified by postcard or e-mail confirming receipt of their proposal.
October 23, 2007	Preliminary selections for funding identified. Proposals selected for funding will be requested to submit a formal application package.
November 20, 2007	Grant or cooperative agreement application and work plan must be received by EPA Region 10.
January 8, 2008	Awards made.

The above dates (other than the June 18, 2007, RFP announcement posting date) are anticipated dates and may be subject to change.

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**EPA Regions 9 and 10  
Clean School Bus USA  
2007 Request for Proposals (RFP)**

**Full Text of Announcement**

**I. Funding Opportunity Description**

**A. Summary**

The U.S. EPA's West Coast Collaborative is currently soliciting proposals to fund projects that will reduce diesel emissions from school buses in Regions 9 and 10. Funds will be awarded pursuant to Department of the Interior, Environment and Related Agencies Appropriations Act of 2006, H.R. 2361, which became Public Law 109-54 on August 2, 2005, and H.J.R. 20. Funding will be in the form of cooperative agreements or grants for projects that reduce diesel emissions and protect human health and the environment.

Projects may include, but are not limited to, a variety of diesel emissions reductions solutions such as: add-on pollution control technology, vehicle replacement, engine replacement, idle reduction technologies or strategies, or cleaner burning fuel use. Cleaner fuel use may include, but is not limited to, renewable fuel types such as biodiesel, and alternative fuels such as compressed natural gas. Funding available under this program may be used to cover the cost differential between the clean fuel and diesel fuel.

Funds for this program must be used for either verified emissions reduction equipment and/or certified engine configurations under EPA or the California Air Resources Board (CARB). Technologies that EPA has verified are listed on EPA's Verified Technologies List (<http://www.epa.gov/otaq/retrofit/retroverifiedlist.htm>). CARB listed technologies may be found at <http://www.arb.ca.gov/diesel/verdev/verdev.htm>.

**B. Alignment with EPA's Strategic Plan**

All proposals must support Goal 1 of EPA's 2003-2008 Strategic Plan, Clean Air and Global Climate Change; Objective 1.1: Healthier Outdoor Air, which states, "Through 2010...[EPA will]...protect human health and the environment by attaining and maintaining health-based air-quality standards and reducing the risk from toxic air pollutants" ([www.epa.gov/ocfo/plan/2003sp.pdf](http://www.epa.gov/ocfo/plan/2003sp.pdf)).

**C. Eligible Project Categories**

Eligible projects include the use of retrofit technologies on school buses, replacement of existing diesel buses/engines/equipment, and switching to cleaner burning fuels. All of these options are further described below. Equipment that is used for testing emissions and fueling infrastructure costs will not be eligible for funding.

- 1. Retrofit Technologies:** Exhaust after-treatment retrofit technologies, such as diesel oxidation catalysts, diesel particulate filters, and closed crankcase ventilation systems, must be verified through EPA's Retrofit Program or CARB. Filters may not be appropriate for all duty cycles and vehicles; data logging of some vehicles by vendors must take place in order to ensure that filters are an appropriate application for the particular fleet. The purpose of the data logging is to determine which technology will work; the applicant should provide information about plans for data logging if filters are the chosen technology. Data logging is routinely provided by vendors and should not be included in the project budget.

Technologies that EPA has verified are listed on EPA's Verified Technologies List (<http://www.epa.gov/otaq/retrofit/retroverifiedlist.htm>). CARB listed technologies may be found at: <http://www.arb.ca.gov/diesel/verdev/vt/cvt.htm>. EPA will provide up to 100 percent of the costs for these retrofit technologies.

- 2. Idle Reduction Technologies:** An idle reduction project is defined as the installation of a technology or device that (1) is installed on a school bus or at a location, and (2) is designed to provide services (e.g., heat, air conditioning, or electricity) to vehicles and equipment that would otherwise require the operation of the main drive engine while the vehicle is temporarily parked or remains stationary, or automatically shuts down the main propulsion engine at determined time intervals. Combustion engines in idle reduction technologies (e.g., auxiliary power units) must be EPA certified under 40 CFR Parts 89 and 90. This funding may cover up to 100% of the capital costs for the idle reduction technology. For examples of idle reduction technologies, see <http://www.epa.gov/otaq/smartway/idlingtechnologies.htm>. EPA is particularly interested in projects that combine idle reduction technologies with verified improvements which will further reduce emissions (e.g., through the addition of verified retrofit technologies such as a diesel particulate filter, diesel oxidation catalyst or crankcase emission control).
- 3. Cleaner Burning Fuels:** Cleaner burning fuels include, but are not limited to, biodiesel, compressed natural gas, liquefied natural gas, propane, and emulsions or additives. All cleaner burning fuels and additives must be verified through EPA's Retrofit Program or CARB, and must be EPA registered under 40 CFR Part 79. Funding available under this program may be used to cover the cost differential between the clean fuel and conventional diesel fuel. EPA is particularly interested in projects that combine cleaner burning fuels with verified improvements which will further reduce emissions (e.g., through the addition of verified retrofit technologies such as a diesel particulate filter, diesel oxidation catalyst or crankcase emission control).
- 4. Repowers and Engine Upgrades:** Repower refers to the removal of an existing engine and its replacement with a newer or cleaner engine. Some engines may be able to be upgraded to reduce their emissions by applying manufacturer recommended upgrades or kits to certified or verified configurations. Repowers and

upgrades may include engine replacement for use with a cleaner fuel such as compressed natural gas, re-calibrations, and/or other components, and/or the addition of newer, cleaner technologies to reduce the emissions from the engines. EPA is particularly interested in engine upgrades or repowers that include combined verified improvements which will further reduce emissions (e.g., through the addition of verified retrofit technologies such as a diesel particulate filter, diesel oxidation catalyst or crankcase emission control). Replacement engines must be of the most recent model year feasible, with preference that engines be model year 2007 or newer, and must be certified under 40 CFR Parts 89 and 90. This funding will cover up to 50% of the cost of an engine upgrade or repower. Please see the note below for repower and replacement proposals for additional eligibility requirements, such as original engine disposal requirements.

## **5. Replacement:**

- a. Bus Replacement:** EPA is encouraging the replacement of the oldest buses in the nation, especially those pre-dating 1977 (the newest year of manufacture to be considered for replacement is 1992). EPA will pay a range of the percentage of the cost of a new cleaner emissions bus, with the top of the range up to 45% and a maximum of \$50,000 per bus. New technologies such as diesel electric hybrid or plug-in diesel electric hybrid will be considered. Applicants will be responsible for the remainder of the cost, which does not count toward the required 5 percent matching funds specified in Section III. Eligibility Information, B. Cost Sharing or Matching.
- b. Engine Replacement:** Older engines may be replaced with newer engines under this program that meet the 2007 engine standards. Applicants should provide information in their application to show the feasibility of an engine replacement strategy, as engine and vehicle design differences may make some engine replacements difficult. As noted in the paragraphs below, the replaced engines must be scrapped. EPA will pay for up to 50% of an engine replacement. Applicants will be responsible for the remainder of the cost, which does not count toward the required 5 percent matching funds specified in Section III. Eligibility Information, B. Cost Sharing or Matching.

**NOTE: For Repower and Replacement Proposals:** This program funds the early replacement of vehicles, engines, and/or equipment. Emission reductions that result from vehicle, engine, or equipment replacements that would have occurred through normal attrition are considered to be the result of normal fleet turnover and are not eligible for funding under this program. The purchase of new vehicles or equipment to expand a fleet is not covered by this program. To be considered a replacement, the purchase of new vehicles, engines, and equipment would need to be accompanied by the scrapping or remanufacturing of old vehicles, engines, and equipment.

For repowers and replacements, EPA requires that the engine being replaced must be scrapped, remanufactured by an original engine manufacturer to a cleaner emission standard, or rendered permanently disabled. The drilling of a hole in the engine block and manifold while retaining possession of the engine is an acceptable scrapping method. Other methods may be considered. Evidence of appropriate disposal is required in a final assistance agreement report submitted to EPA.

To be able to apply for this funding opportunity for replacement of a vehicle, engine, or equipment, the following requirements apply:

1. The vehicle, engine, or equipment being replaced will be scrapped, or the replaced engine would be returned to the original engine manufacturer for remanufacturing to a cleaner standard.
2. The replacement vehicle or engine will be of the same type and similar gross vehicle weight rating or horsepower as the vehicle or engine being replaced.

#### **D. Measuring Environmental Results: - Outputs and Outcomes**

Pursuant to EPA Order 5700.7, “*Environmental Results under EPA Assistance Agreements*,” EPA requires that all assistance agreement recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured.

- 1. Outputs:** The term “output” means an environmental activity, effort, and/or associated products related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. Proposals must include a description of how recipients will track progress towards the environmental goal throughout the project period.

Expected **outputs** from the projects to be funded under this solicitation may include, but are not limited to, the following: number of retrofitted engines/vehicles/equipment; annual pounds or tons of fine particulate matter, nitrogen oxides, carbon monoxide, greenhouse gases and/or volatile organic compounds reduced; cost effectiveness of project (in \$/ton or \$/lb); and health benefits achieved (health benefits may be measured by numbers of illnesses, health care costs, or missed work/school days avoided).

- To estimate some of the anticipated outputs of your proposal, (e.g., pollution reduced), EPA strongly encourages you to use the Diesel Emissions Quantifier found at <http://cfpub.epa.gov/quantifier>. If you have questions or need assistance using the Diesel Emissions Quantifier, please contact Kristin Riha at [riha.kristin@epa.gov](mailto:riha.kristin@epa.gov) or (415) 947-4140.
- Another tool is the National Mobile Inventory Model (<http://www.epa.gov/otaq/nmim.htm>). This tool must be used for State

Implementation Plan calculations. For technical assistance regarding this tool, please e-mail [mobile@epa.gov](mailto:mobile@epa.gov).

- To quantify emissions reductions for biodiesel projects, please use EPA's biodiesel calculator (<http://www.epa.gov/otaq/retrofit/techlist-biodiesel.htm>). For technical assistance with this tool, please contact John Brock at [brock.john@epa.gov](mailto:brock.john@epa.gov) or (415) 972-3999.
- The Carl Moyer Program Guidelines (<http://www.arb.ca.gov/msprog/moyer/guidelines/revisions05.htm>), Appendix B and Appendix C, provide potential emissions factors and calculation methodology, respectively.
- If you are unable to use these models, please describe your methodology for estimating or measuring outputs in detail.

- 2. Outcomes:** The term "outcome" means the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period. Proposals must include a description of project outcomes resulting from the project outputs.

Expected **outcomes** from projects funded under this solicitation may include, but are not limited to, the following:

- **Short-term outcomes** such as increased understanding of the environmental or economic effectiveness of the demonstrated technology; dissemination of the increased knowledge via listservs, Web sites, journals, and outreach events; and fine-tuned and improved use of the demonstrated technology.
- **Medium-term outcomes** such as widespread adoption of the demonstrated technology in the West Coast; documented emissions reductions from these and other sources of diesel emissions in multiple states; or acceptance of new technology by users and manufacturers.
- **Long-term outcomes** such as reductions in the number of children with asthma or documented improved ambient air quality.

## II. Award Information

### A. Amount of Funding Available

EPA Regions 9 and 10 anticipate awarding approximately \$1,379,400 under this announcement. EPA Regions 9 and 10 anticipate awarding approximately 6 to 12 grants or cooperative agreements ranging in size from \$50,000 up to \$350,000. Proposals in which the applicant is requesting assistance funds in excess of \$350,000 or below \$50,000 will not be reviewed.



## **B. Funding Type**

The funding for selected projects will be in the form of a grant or cooperative agreement. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA will award cooperative agreements for those projects in which it expects to have substantial technical interaction with the recipient throughout the performance of the project. For such projects, EPA may review and approve project phases, collaborate with the recipient on the scope of work and mode of operation of the project, closely monitor the recipient's performance, approve any proposed changes to work plan and/or budget, approve qualifications of key personnel, and review and comment on reports prepared under the assistance agreement.

## **C. Start Date/Project Duration**

All projects should have an anticipated start date of January 2, 2008. The grants or cooperative agreements funded under this program will have a 1 to 2 year project period. It is expected that projects will be completed no later than December 31, 2009.

## **D. Miscellaneous**

Funding for these projects is not guaranteed and is subject to the availability of funds and the evaluation of proposals based on the criteria in this announcement. In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process. Award of funding through this year's competition is not a guarantee of future funding.

EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

EPA reserves the right to reject all applications and make no awards under this announcement.

### III. Eligibility Information

#### A. Who May Apply?

EPA is soliciting proposals from local and federally-recognized Indian tribal governments, state and local governments (e.g., school districts), and non-profit organizations.

#### B. Cost Sharing or Matching

**Matching/In-Kind Contributions:** All applicants must contribute a matching contribution of a minimum of 5 percent of the total project cost. The matching contribution may be provided in the form of cash or an “in-kind” contribution. An in-kind contribution is the reasonable value of property and services which benefit the project. In-kind contributions may not include costs that would normally be incurred by the applicant during routine operation (e.g., normal fuel costs for a fleet). They may, however, include costs specifically incurred from the project (e.g., cost differential between normal fuel used for the fleet and cleaner fuel proposed in the project). Proposals that do not meet this minimum cost share requirement will not be considered for funding.

If an applicant is applying for a bus or engine replacement project, the applicant contribution percentages as listed in Section I. Funding Opportunity Description, C. Examples of Eligible Projects, 5. Replacement, cannot count toward the 5 percent matching contribution requirement.

Only eligible and allowable costs may be used for matches or cost shares. Other federal grants may not be used as matches or cost shares without specific statutory authority (e.g., HUD's Community Development Block Grants).

Please note that an applicant's ability to leverage funds will be considered as a ranking criterion during the selection process as specified Section V. Proposal Review Information, A. Selection Criteria, 3. Cost Leveraging. The leveraging criterion in Section V should not be confused with the mandatory 5% match requirement.

#### C. Eligibility Screening Requirements: Threshold Criteria

To be eligible for funding consideration under this announcement, proposals must meet the following threshold criteria. Failure to meet any of the following criteria in the proposal will result in the automatic disqualification of the proposal for funding consideration. Ineligible applicants will be notified within 15 calendar days of the determination that they are ineligible based on the threshold criteria.

1. Proposals must be carried out in one or more of the following geographic areas of EPA Regions 9 and 10: Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon or Washington – including tribal lands belonging to the federally-recognized tribes in

these regions or territories including American Samoa, the Commonwealth of the Northern Mariana Islands, and Guam.

2. Proposals must support Goal 1 of EPA's Strategic Plan as specified Section I., Funding Opportunity Description, B., Alignment with EPA's Strategic Plan.
3. Projects must fall under one or more of the categories set in Section I., Funding Opportunity Description, C., Eligible Project Categories.
4. Proposals must not be used for the purposes of completion of work which was to have been completed under a prior grant or cooperative agreement.
5. Proposals must substantially comply with the submission instructions and requirements set forth in Section IV., Application and Submission Information of this announcement or else they will be rejected. In addition, where a page limit is expressed in Section IV., Application and Submission Information with respect to the proposal and/or parts of the proposal, pages in excess of the page limitation will not be reviewed.
6. Proposals must be received by the EPA or through Grants.gov on or before the closing date published in Section IV., Application and Submission Information of this announcement. Proposals received after the published closing date will be returned to the sender without further consideration.
7. All projects, regardless of applicant type, must be for the direct benefit of a school district.
8. EPA grant/cooperative agreement funds may only be used for the purposes set forth in the assistance agreement, and must be consistent with the statutory authority for the award.
9. Proposals in which the applicant is requesting assistance funds in excess of \$350,000 or less than \$50,000 will not be reviewed; however, EPA reserves the right to award grants for less than \$50,000.
10. Proposals that do not meet the minimum cost share requirement of 5% will not be considered for funding.
11. Retrofit technologies or engine replacements must be verified or recognized under EPA's Retrofit Program, certified by another EPA program, or verified by CARB. Idle reduction technologies, which are not verified under EPA's programs, are exempt from having to meet the verification requirement.

Technologies that EPA has verified are listed on EPA's Verified Technologies List (<http://www.epa.gov/otaq/retrofit/retroverifiedlist.htm>). CARB listed technologies may be found at <http://www.arb.ca.gov/diesel/verdev/vt/cvt.htm>.

In cases where an applicant would like to use EPA verified technologies in applications that have not yet been verified, applicants should discuss or explain the reasoning used to determine that the technology will function properly in this application and their rationale for any estimated emissions reductions.

## **IV. Application and Submission Information**

### **A. General**

Applicants must submit a statement of work no longer than 5 pages, excluding a cover page. Attachments for the fleet information and budget sections will not count toward the 5 page limit. All applications must be formatted for 8 ½" x 11" paper using no smaller than 11-point Times New Roman font with 1" margins as one Microsoft Word or Adobe Acrobat (PDF) file.

**Closing Date and time: September 24, 2007, 6:00 p.m., Pacific Daylight Time**

### **B. Applications**

Applicants must follow these instructions carefully and submit all documents and forms by the due date and time. The following application materials are required:

- 1. Standard Form 424:** The standard application form is the one-page Standard Form (SF) 424, Application for Federal Assistance. It is available for download from **[www.grants.gov](http://www.grants.gov)**. The SF-424 requires general information about the applicant and proposed project. It asks for the estimated funding amount for the entire project, including requested EPA funds, matching funds and the source of these funds, project start and end dates, and primary contacts. Please note that matching funds are different from leveraged funds. Matching funds included in block 15b-e of the SF-424 become a required part of the project. The SF-424 also asks for the Catalog of Federal Domestic Assistance (CFDA) Number and Title. The CFDA number and title is 66.036 - Clean School Bus USA. The first page also asks for the applicant to indicate if they have sent a copy of the application to the State Single Point of Contact (commonly referred to as the State Clearinghouse). This step is not necessary for a preliminary application, but applicants should know that a final award cannot be made until the State Single Point of Contact office has provided comment or evidence of no comment. States that do not have a Single Point of Contact/Clearinghouse should contact the Regional Grants or Program Office for assistance in fulfilling this obligation. The requirement for sending the application to the State Single Point of Contact does not apply to Tribes.

The SF-424 requires a Dun and Bradstreet Data Universal Numbering System (DUNS) number. The use of the government-wide DUNS number provides a means of identifying entities receiving assistance agreements and their business relationships and assists the agency with statistical reporting of federal assistance agreements. This identifier is used for tracking purposes and to validate address and point of contact

information. The DUNS number will supplement other identifiers required by statute or regulation, such as tax identification numbers.

Organizations can receive a DUNS number in one day, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705- 5711 or online at <http://fedgov.dnb.com/webform>.

- 2. Statement of Work and Attachments:** The Statement of Work (also called a work plan or narrative) is an important requirement of all applications. The Statement of Work must include the following:
- a.** An air quality description of the area served by the project;
  - b.** A project description, including:
    - Any certified engine configurations, verified technologies, or emerging technologies to be used or funded by the eligible entity;
    - The means by which the project will achieve a significant reduction in diesel emissions;
  - c.** An evaluation of the quantifiable and unquantifiable emissions reduction benefits from the proposed project (applicants can use the Diesel Emissions Quantifier tool found at the National Clean Diesel Campaign Web site at: <http://cfpub.epa.gov/quantifier>) ;
  - d.** An estimate of proposed project costs;
  - e.** A description of the age and expected lifetime of the equipment used or funded by the eligible entity;
  - f.** Provisions for the monitoring and verification of the project;
  - g.** Information on partnerships, sustainability, environmental justice impacts, past performance, and programmatic capability.
  - h.** Proposed recipient leveraging plan—please note that Section V., Proposal Review Information (see below) includes an evaluative criterion for leveraging funds. Leveraged funds are not included in the approved budget for the project.

Applicants should address the criteria listed in Section V., Proposal Review Information, and be aware that applicants will be evaluated against them.

**Attachments:** The following two sections should be included as attachments to the work plan and will not count as part of the page limit. There is no page limit for these two attachments.

- a. Fleet Description:** Please provide the following information in a table or spreadsheet:
- Number and type of vehicles and equipment affected by this application;
  - Vehicles and equipment characteristics, such as engine model and model year; engine manufacturer; annual fuel consumption; average annual miles; and who owns, maintains and operates the vehicles/equipment;
  - A description of the location in which the vehicles/equipment operate;
  - The fleet replacement rate.

For your convenience, a spreadsheet is available for download from [www.westcoastcollaborative.org](http://www.westcoastcollaborative.org).

- b. Budget:** Please provide Standard Form 424A, a detailed budget and a budget narrative.

All applications require budget information on the SF-424A “Budget Information – Non-Construction Programs,” found at <http://www.epa.gov/ogd/AppKit/application.htm> and <http://www.grants.gov>.

### C. Submission Requirements

The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign Applications for Federal Assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note: that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative and ask that individual to begin the registration process as soon as possible.

To begin the application process under this announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using Grants.gov. You may retrieve the application package and instructions by entering the Funding Opportunity Number, EPA-R10CSB-WCC-2007, or the CFDA number (CFDA 66.036), in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities, and use the Browse by Agency feature to go to EPA opportunities).

Proposal materials submitted through Grants.gov will be time/date stamped electronically. Please be sure to view the additional instructions for applying electronically under this announcement located in Attachment A of this announcement. If you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/help/help.jsp>.

If an applicant cannot submit an electronic application, they must contact EPA Region 10 at (206) 553-0532 and/or e-mail: [dieselgrants@epa.gov](mailto:dieselgrants@epa.gov) for alternative submission methods.

## **D. Intergovernmental Review**

Applicants (except for federally-recognized Indian tribes and tribal consortia) must comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order 12372. EPA's implementing regulations for this Executive Order can be found at 40 CFR §29.1-29.13.

## **E. Confidential Business Information**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c) (2) prior to disclosure. It is recommended that confidential business information not be included in your proposal.

## **F. Proposal Communications and Assistance**

In accordance with EPA's Competition Policy of January 11, 2005 (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications.

However, EPA will respond to questions in writing to [dieselgrants@epa.gov](mailto:dieselgrants@epa.gov) from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Please type "Clean School Bus RFP question" in the subject line of your e-mail. All questions and answers will be posted on the Web at <http://www.epa.gov/region10/cleanschoolbus.html> no later than 5 business days after they are received.

## **V. Proposal Review Information**

### **A. Selection Criteria**

Each eligible proposal will be evaluated according to the criteria set forth below using the corresponding point values listed. Please make sure your proposal addresses each criterion. Each proposal will be rated under a points system, with a total of 100 points possible. Proposals may receive a maximum of 100 points.

- 1. Project Goals and Objectives:** Degree to which the project has clearly defined goals and objectives that will result in significant and immediate diesel emissions

reductions, as well as future reductions that will improve the health of children and other sensitive receptors **(25 points)**.

- 2. Sensitive Populations/Disproportionate Impacts:** Under this criterion, applicants will be evaluated based on the extent to which the proposed project: (a) will reduce environmental risks to sensitive populations; (b) will reduce environmental risks to economically-disadvantaged and other populations with disproportionately high and adverse human health or environmental impacts; and (c) will affect an area that is in non-attainment for ozone or particulate matter (PM) standards **(15 points)**.
- 3. Cost Leveraging:** Under this criterion, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other federal and/or non-federal sources of funds to leverage additional resources to carry out the proposed project, and/or (ii) that EPA funding will compliment activities relevant to the proposed project carried out by the applicant with other sources of funds or resources **(15 points)**.
- 4. Outputs/Outcomes:** Degree to which the applicant has provided an evaluative component to the project, including an estimation of anticipated emissions (PM<sub>2.5</sub>, NO<sub>x</sub>, CO, GHG, and/or VOCs) reductions (in tons or lbs/year), the cost-effectiveness of the project (in \$/lb or \$/ton), the health and/or environmental benefits (quantified or qualified), operational concerns or other barriers to applying the technologies, and any other measurements as described in Section I., D. Measuring Environmental Results, in addition to how the applicant's success in achieving these outputs and outcomes will be measured **(20 points)**.
- 5. Timeline/Communication Plan:** Degree to which the applicant has clear milestones with appropriate deadlines, including plans for extension, outreach or communications. Communications should lead to effective learning and/or adoption of new practices and as well as a plan to measure long-term results **(10 points)**.
- 6. Past Performance/Programmatic Capability:** Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project, taking into account the following factors: (i) past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project performed within the last three years; (ii) past performance in documenting and/or reporting on its progress towards achieving the expected outcomes and outputs (e.g., results) under EPA and other federal agency assistance agreements performed within the last three years, and if such progress was not made, whether the applicant adequately documented/and or explained why not; (iii) history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports within the last three years; (iv) organization experience and plan for timely and successfully achieving the objectives of the project; and (v) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them,



to successfully achieve the goals of the project **(15 points--3 points each for the five subcategories)**.

**Note:** In evaluating applicants under this criterion, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history will receive a neutral score for those elements of this criterion.

## **B. Review Procedures/Final Proposal Evaluation**

Panels of EPA staff will review eligible proposals based on the evaluation criteria listed in Section V., Proposal Review Information, A. Selection Criteria and assign scores to each proposal. Based on the review of proposals against the criteria above, EPA panels will develop a list of the most highly ranked proposals to submit to the Selection Official. Please note that the panels may also take into account the following additional factors when developing their list for the Selection Official: geographic distribution of funds; diversity of projects (this includes type of project and type of applicant); and availability of funds. Final funding decisions will be made by the Selection Official, taking into account the rankings of the review panel, which include the evaluation criteria listed in Section V. Proposal Review Information, A. Selection Criteria, as well as geographic distribution of funds; diversity of projects; and availability of funds.

## **C. Conflict of Interest**

Reviewers will be required to sign a disclosure of conflict of interest form and will be removed from the review of proposals if an actual or potential conflict of interest that cannot be mitigated exists.

# **VI. Award Administration Information**

## **A. Award Notices**

EPA Regions 9 and 10 will notify both successful and unsuccessful applicant(s) in writing. Final applications will be requested from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award. Upon notification of being selected for further consideration from EPA, the applicant will be provided with instructions and a due date for submittal of the final application package. Note that the notification, which advises that the applicant's proposal has tentatively been selected and is being recommended for award, is not an authorization to begin performance.

**Note:** EPA reserves the right to negotiate appropriate changes in work plans after the selection and before the final award consistent with EPA's Competition Policy (EPA Order 5700.5A1, Section 11.)

The award notice signed by the EPA Official is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 60 days from the date of selection.

## **B. Administrative and National Policy Requirements**

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:  
[http://www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm).
2. Applicants must ensure that the costs of proposed activities are allowable according to applicable Federal Cost Principles contained in the Office of Management and Budget (OMB) Circulars A-87 "Allowable Costs" or A-122 "Cost Principles for Nonprofit Organizations." This should be reviewed in conjunction with applicable regulations contained in 40 CFR Parts 30 and 31. OMB defines allowable costs as those costs that are "eligible, reasonable, necessary, and allocable." For a cost to be eligible, the cost must not be prohibited by the statute, and must be incurred during the budget period. Additionally, costs should be judged in context to determine that they are reasonable and necessary and detailed budgets must include appropriate budget categories and funds must be allocated appropriately. Recipients need to ensure that proper documentation is in the file to meet the applicable procurement regulation requirement in 40 CFR Part 30 or 31 and/or state procurement rules. All project expenditures are subject to audit for the final determination of allowability of costs. Copies of the OMB circulars can be found at <http://www.whitehouse.gov/omb/circulars>. Note that the costs for leveraged funds need not be eligible and allowable.
3. In certain circumstances, costs incurred prior to the grant award **may** be eligible for reimbursement; however, this does not include any costs associated with responding to this solicitation or in finalizing the application package. If costs are incurred before the award without approval, they are incurred at the applicant's or grantee's own risk.
4. To the extent required by federal, state, and local laws, successful applicants must abide by the competition requirements for all procurements under assistance agreements (this includes contracts for goods and services). Successful applicants must also conduct a price and cost analysis to the extent required by federal, state or local procurement requirements before awarding any contracts.
5. Nonprofit applicants that are recommended for funding under this announcement may be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8, 'EPA Policy on Assessing

Capabilities of Non-Profit Applicants for Managing Assistance Awards,’ which can be found at [http://www.epa.gov/ogd/grants/award/5700\\_8.pdf](http://www.epa.gov/ogd/grants/award/5700_8.pdf). Nonprofit applicants that qualify for funding may be, depending on the size of the award, required to fill out and submit to the Grants Management Office the Administrative Capability Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

6. Programmatic terms and conditions will be negotiated with the selected recipient.

### **C. Reporting Requirement**

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter, and summary of expenditures are required. Applicants are further required to make a commitment to share all data collected with EPA for assessment on a regional level. The final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should encompass a complete overview/summary of all of the activities conducted within the project period, including any and all data results, as well as a justification for impediments. This will include a final version of the spreadsheet referenced in Section IV., B. 2a. All work must be completed by the end of the project period. The schedule for submission of quarterly reports will be established by EPA after the applicant has been approved for an award.

### **D. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005), which can be found at <http://edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting the Agency Contact listed in Section VII., Agency Contact.

## **VII. Agency Contact**

For additional general information about this Request for Proposals, contact: Wayne Elson, EPA Region 10 at (206) 553-0532, or Michael Mann, EPA Region 9 at (415) 972-3505, or e-mail: [dieselgrants@epa.gov](mailto:dieselgrants@epa.gov).

## **VIII. Other Information**

**EPA Award Official:** the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

**Partnerships:** EPA awards funds to one eligible applicant as the “recipient” even if other eligible applicants are named as “partners” or “co-applicants” or members of a “coalition” or “consortium.” The recipient is accountable to EPA for the proper expenditure of funds.

Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by the procurement provisions of 40 CFR Part 30 or 31. The regulations also contain limitations on consultant compensation. The fact that an applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve the applicant of its obligations to comply with competitive procurement requirements, nor does it guarantee that such costs incurred for such contractor/consultant will be eligible under the grant/cooperative agreement. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal based solely on the firm's role in preparing the proposal.

Funding may be used to provide subgrants (also referred to as subawards) of financial assistance to fund partnerships provided the recipient complies with applicable requirements for subgrants/subawards including those contained in 40 CFR Parts 30 or 31, as appropriate. Successful applicants cannot use subgrants/subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133, and the definitions of “subaward” at 40 CFR 30.2(ff) or “subgrant” at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

**West Coast Collaborative:** A public-private partnership working to reduce diesel emissions along the West Coast. The Collaborative is the first pilot of EPA's National Clean Diesel Campaign. More information can be found at:  
<http://www.westcoastcollaborative.org>.

**National Clean Diesel Campaign:** EPA's National Clean Diesel Campaign's grants and funding Web page also has links to current and past funding opportunities related to diesel, including links to EPA's Clean School Bus USA and Community Action for a Renewed Environment (CARE) grants at:  
<http://www.epa.gov/cleandiesel/grantfund.htm>.

**Clean School Bus USA:** EPA's Clean School Bus USA has additional information about school bus retrofits and past projects at: <http://www.epa.gov/cleanschoolbus>.

**Data Access and Information Release:** The Office of Management and Budget (OMB) Circular A-110 has been revised to provide public access to research data through the Freedom of Information Act (FOIA) under some circumstances. Data that are (1) first produced in a project that is supported in whole or in part with federal funds and (2) cited publicly and officially by a federal agency in support of an action that has the force and effect of law (i.e., a regulation) may be accessed through FOIA. If such data are requested by the public, the EPA must ask for it, and the grantee must submit it, in accordance with A-110 and EPA regulations at 40 C.F.R. 30.36.

## **Grants.gov Proposal Instructions For Announcement Number EPA-R10CSB-WCC-2007**

### **General Application Instructions**

The electronic submission of your proposal/application must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible.

To begin the application process under this funding announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using Grants.gov. You may retrieve the application package and instructions by entering the Funding Opportunity Number, EPA-R10CSB-WCC-2007, or the CFDA number (CFDA 66.036), in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities, and use the Browse by Agency feature to go to EPA opportunities).

### **Application Submission Deadline**

Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **September 24, 2007, 6:00 p.m., Pacific Daylight Time.**

Please submit *all* of the proposal/application materials described below.

### **Proposal/Application Materials**

The following forms and documents are required to be submitted under this announcement:

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Work Plan and Attachments (detailed budget categories must reflect SF-424A budget categories and the totals for each category must match)

**I. Standard Form (SF) 424, Application for Federal Assistance:**

Complete the form. There are no attachments. Please be sure to include organization fax number and e-mail address in Block 5 of the SF-424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

**II. Standard Form 424A – Budget Information:**

Complete the form. There are no attachments.

The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

**III. Work Plan and Attachments:**

The documents should be readable in either PDF or Microsoft Word. Please refer to Section IV., Application and Submission Information above for a complete description of the work plan requirements.

**Application Preparation and Submission Instructions**

Documents I through III listed under Proposal/Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents I and II, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document III, you will need to attach electronic files. Prepare your work plan and attachments as described above in Section IV., Application and Submission Information of the announcement, and save the document to your computer as a PDF or Microsoft Word file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename”; the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project

Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY07 CSB – 1st Submission” or “Applicant Name – FY 07 CSB– Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY07 CSB – 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY07), and the grant category (e.g., CSB). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. (It may be necessary to turn off the computer, not just restart it, before attempting to submit the package again. If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or e-mail at <http://www.grants.gov/help/help.jsp>.)

Application packages submitted through Grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from Grants.gov*) within 30 days of the application deadline, please contact Lucita Valiere, U.S. EPA Region 10 (AWT-107), 1200 6th Avenue, Seattle WA 98101, (206) 553-8087 (voice), (206) 553-0110 (fax), e-mail: [dieselgrants@epa.gov](mailto:dieselgrants@epa.gov). Failure to do so may result in your application not being reviewed.